

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance: [Forklift Allowance](#)
2. Description: [Allowance for driving a forklift](#)
3. Number on Spreadsheet: [7](#)

PART 2 BUSINESS CASE PROPOSAL

Maintain x
Modify

SECTION (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

(1) What does the employer receive in return for the allowance?

[Driving of a forklift](#)

(2) Is the allowance cost effective/represent value for money?

(3) What type of modification is proposed – e.g. change in rate; change in method of payment; change basis on which allowance is paid; reduce number of persons in receipt of allowance; other?

[This duty is necessary. Very few officers across the service are in receipt of such an allowance.](#)

(4) What would be the estimated total savings derived from the modification?

(5) Other Pertinent Issues (e.g. why duties cannot form part of grade/post; impacts/risks if duties/responsibilities not undertaken))